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WITHDRAWAL SHEET

Ronald Reagan Library

Collection: Office of First Lady: Files (Records)

Archivist: cas/bcb

File Folder: Elaine Pre-Advance to USSR, April 1988
OA 18757

Date: 1/16/98

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. list	List of Participants in USSR Trip (partial), 1p.	4/6/88	PT B7 CB 11/15/00

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].
- C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- F-1 National security classified information [(b)(1) of the FOIA].
- F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

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THE WHITE HOUSE

WASHINGTON

April 6, 1988

MEMORANDUM FOR PRE-ADVANCE PARTICIPANTS

FROM: JAMES L. HOOLBY *JLH*

SUBJECT: DEPARTURE AND TRAVEL INFORMATION FOR THE PRE-ADVANCE
TO MOSCOW, USSR, APRIL 11-16, 1988

Attached for your planning purposes is an outline schedule, aircraft manifest, departure and miscellaneous travel information for the Pre-Advance to Moscow, USSR from Monday, April 11 - Saturday, April 16, 1988. A more detailed schedule will be printed and distributed upon arrival in Moscow on Tuesday, April 12, 1988. If you have any further questions, please contact Joanne Hildebrand or Shelby Scarbrough in the Advance Office, 456-7565.

BAGGAGE CALL/TRANSPORTATION

En route Moscow, the Pre-Advance will overnight in Helsinki, Finland. We will actually arrive in Helsinki at 1:25 a.m. on Tuesday, April 12. In order to facilitate baggage delivery at such an odd hour, we would like to suggest that you pack an overnight-style bag intended solely for use in Helsinki. Identification tags are included in this packet. Please attach a tag to identify baggage to be removed from the plane in Helsinki.

Passholders may place baggage in the West Basement on Monday morning April 11th, no later than 8:00 a.m. Due to the President's return from Santa Barbara, the West Basement will not be available for baggage drop-off on Sunday evening. If you plan to take your luggage directly to Andrews Air Force Base, you must be at the Distinguished Visitors' Lounge no later than 9:00 a.m. on Monday morning.

Please be sensitive to the fact that all luggage must be x-rayed prior to departure.

For those requiring transportation from the White House, vans will depart the West Basement at 9:10 a.m. Please contact the Advance Office on X7565 if you will be riding in these vans. If you are providing your own transportation and are NOT carrying baggage, you should be at the Distinguished Visitors' Lounge no later than 9:30 a.m.

04/6/88 6:00 p.m.

HOTEL ACCOMMODATIONS

The hotel in Helsinki for all Pre-Advance members is the Kalastajatorppa Hotel. Phone Number: 90-488-011.

In Moscow, those traveling with the Pre-Advance will be accommodated at the either the Mezhdunarodnaya Hotel (The Mezh) in Moscow or the Rossiya Hotel. All Pre-Advance participants can be contacted through the White House Signal Board or through the U.S. Embassy.

FOREIGN CURRENCY EXCHANGE

The local currency in Helsinki is the Finnmark (Fmk). Although there will be an Embassy Cashier available in a control room upon arrival and prior to departure, it is unlikely that you will have much need for money exchange. The most current exchange is Fmk4.06 to \$1.00.

The local currency in Moscow is the Ruble. Today's rate is approximately R.59 to \$1.00. Currency exchange will be available in the Embassy Control Room at the Mezh Hotel upon arrival and at other convenient times during the visit (to be announced).

The survey team reports that, unlike most other international Pre-Advances, it is unlikely that you will require large amounts of Russian currency. Souvenir shops (Beriozkas) deal in hard currency (U.S. dollars) and except for the rare opportunity to purchase ice cream or bakery items from the Arbat, you will not need many Rubles. (Attachment #1.)

WEATHER/ATTIRE

The weather in Helsinki and Moscow is expected to be rainy, cool and windy until the 13th at which time there should be some clearing and the winds will die down. Expected temperatures will range from 30 degrees to mid 40's.

The flight to and from Moscow on Monday and Saturday will be long and tiring. In the past, staff has found it practical to wear loose, comfortable clothing for traveling. Casual but neat attire is appropriate for the flight into Helsinki. Remember, when packing your overnight bag for Helsinki that you will want business style attire for arrival in Moscow. For the remainder of the Pre-Advance, business attire is suggested.

PASSPORTS/VISAS IDENTIFICATION

As you are aware, current passports and visas are required for entrance into and exit out of Moscow. We have collected all passports and will return them to you after clearing customs in Moscow. (Due to the short stay in Helsinki you will not receive your passports back.) However, recent experience has shown that you will probably be without your passports longer than with them.

04/6/88 6:00 p.m.

Therefore, it is recommended that you carry an additional and separate form of identification. Government agency passholders should, as a general rule, carry their picture identification.

While in Helsinki and Moscow, it is safe to say that, for your personal security, when away from official locations on private time, discretion should be used in displaying of any U.S. passport.

SECURITY

On a general security note, we would like to point out, and the Secret Service asks us to especially emphasize, that the current world situation demands extreme caution and good common sense when traveling in any foreign country. Certainly, we encourage you to enjoy the cultural offerings of Helsinki and Moscow, but we recommend that you stay in close contact with the other members of the party. Remember, all of the precautions that are taken by the Embassy are for your protection and convenience. We appreciate your cooperation on all matters of security and identification.

Please review the attached memo (Attachment #2) provided by the U.S. Embassy in Moscow on guidelines for conducting official business in Moscow. Unlike any other country that we have traveled to before, the area of technical security provides our greatest challenge.

COUNTRY BRIEFING BOOKS

The State Department will be providing briefing books with a brief history, geographical outline, current political information, etc. of Moscow on board the aircraft.

HEALTH

No special immunizations are required for travel to Moscow. The Medical Unit recommends, however, that you have all normal shots updated before traveling abroad.

While there is some dispute as to the safety of the water in Moscow hotel rooms, the survey team recommends that you should not drink it. In addition, they report that the bottled water provided by the Hotels contains high levels of sodium. We have made arrangements for the sale of non-sodium mineral water in the control room upon arrival.

Two members of the White House Medical Unit will be traveling with us during the Pre-Advance and an Embassy doctor is in residence in Moscow. Minor medical needs can be attended to, but any serious illnesses will need to be dealt with outside of the USSR. It is recommended that you bring an adequate supply of any required prescription drugs.

TIME CHANGE

Helsinki is six (6) hours ahead of the Eastern Daylight Time (EDT) zone in Washington, D.C. Moscow is eight (8) hours ahead of EDT.

ELECTRIC CURRENT

A multi-purpose adaptor and converter set for 220 voltage is required both in Helsinki and in Moscow.

PER DIEM

Per diem is for personal expenses (i.e., meals, laundry). For Government agency officials, your hotel bill and designated meals will be paid for; however, you must personally clear all incidental charges from your bill upon check-out. If you have reimbursable charges (i.e., official telephone calls), you must obtain a copy of the receipt prior to departure. Failure to do so will result in a delay and possible problems in processing your expense voucher, which in turn will delay reimbursement of any money owed you.

PHOTOGRAPHY

Please refer to the attached guideline (Attachment #3) provided by the Embassy outlining the Soviet regulations on Photography in Moscow.

ACCEPTANCE OF GIFTS, ENTERTAINMENT AND TRAVEL EXPENSES
FROM FOREIGN GOVERNMENTS

There are specific legal guidelines for the acceptance of gifts, entertainment and travel expenses from foreign governments. If you are not intimately aware of these guidelines, we can provide, at your request, our most recent memorandum from the Legal Counsel's Office.

CUSTOMS

U.S. residents returning after a stay abroad of more than 48 hours are, generally speaking, granted customs exemptions of \$400 each. The next \$600 is taxed at 10%. Duty-free articles must accompany the traveler at the time of return, must be for personal or household use, must have been acquired as an incident of his or her trip, and must be properly declared to Customs. Not more than one liter of alcoholic beverages may be included in the \$400 exemption.

The \$400 exemption may be granted only if the exemption, or any part of it, has not be used within the preceding 30-day period.

Everyone will be required to file a customs declaration form upon entering the United States.

04/6/88 6:00 p.m.

LUGGAGE/SHOPPING

As usual, space in the baggage compartment of the Pre-Advance aircraft is extremely limited due to the volume of luggage, etc. Consequently, there will be limited room for boxes and packages which may be obtained for personal or souvenir purposes. Any items of this nature brought on the aircraft or left with the luggage for baggage call will be given last priority for loading. Pre-Advance members are cautioned, therefore, to use discretion when shopping. A safe rule to follow is "if it won't fit in your suitcase, don't buy it."

Once again, security personnel strongly advises that you avoid "advertising" your U.S. Government affiliation (i.e., luggage tags, identification, etc.) when traveling away from the U.S. party.

PERSONAL NEEDS

While the USSR should certainly be considered a modern country, amenities that Americans are accustomed to are probably not available or are difficult to find in Moscow. Therefore, as the survey has found, it is wise to bring items such as soap, shaving cream/razor, nylon stockings, personal hygiene items, shampoo, toothpaste, cigarettes as well as any prescriptive medication. Once again, limited amounts of mineral water will be available on arrival.

THE WHITE HOUSE

WASHINGTON

PRE-ADVANCE TO MOSCOW, U.S.S.R.

MONDAY, APRIL 11-SATURDAY, APRIL 16, 1988

PARTICIPANTS

Office of Presidential Advance

Mr. James L. Hooley, Deputy Assistant to the President and
Director of Presidential Advance
Mr. Gary Foster, Deputy Director for Press Advance
Mr. Frederick Ahearn, Deputy Director and Lead Advance for
Moscow*
Miss Joanne Hildebrand, Assistant Director for Trip
Coordination
Mr. Joseph Brennan, Press Advance for Moscow*
Miss Shelby Scarbrough, Senior Trip Coordinator
Mr. Robert Schmidt, Logistics Coordinator for Moscow*

Office of the White House Press Secretary

Mr. Mark Weinberg, Special Assistant to the President and
Assistant Press Secretary

Office of the First Lady

Ms. Elaine Crispen, Press Secretary to the First Lady
Ms. Linda Faulkner, Social Secretary to the First Lady
Mr. James Manning, Director of Projects

National Security Council

Ms. Marybel Batjer, Deputy Executive Secretary

U.S. Department of State

Mr. Lynn Pascoe, Deputy Executive Secretary
Mrs. Jeannie Bull, Chief, Presidential/Vice Presidential Travel
Support, U.S. Department of State
Mr. Phil Walls, Administrative Lead*
Mr. Martin Dougherty, Special Agent in Charge, Secretary's
Security Detail
Mr. John Houchins, Graphic Artist
Ms. Bunny Murdock, Office of Protocol
Mr. John Beyerle, State Secretariat (Trans. to Moscow only)

Office of Speechwriting

Mr. Josh Gilder, Speechwriter

White House Military Office

CDR James J. Quinn, USN, Military Aide to the President
Major Greg Miller, Presidential Flight Support

White House Military Office, contd.

Dr. Lawrence Mohr, White House Medical Unit
CW3 Jimmie Keller, Physician's Assistant, White House Medical Unit
Mr. Eddie Serrano, Director, Presidential Watch
Mr. Ron Jackson, Presidential Food Coordinator
Mr. Bob Jankovits, Baggage Coordinator

White House Communications Agency

Lieutenant Colonel Ken Bassmann, Operations Officer
Major Chris Adams, Trip Officer for Moscow

United States Secret Service

_____, Assistant Special Agent in Charge,
Presidential Protective Division
Mr. John Simpson, Lead Advance for Moscow, Presidential Protective Division
_____, Lead Advance for Moscow, First Lady's Detail
_____, Technical Security Division

Office of Transportation and Telegraph

Mr. John McSweeney, Assistant to the Director for Travel

White House Photo Office

Mr. Pete Souza, Official Photographer

White House Press Corps

Mr. George Watson, U.S. TV Pool Liaison
Mr. Mike Duffy, U.S. TV Pool Producer**
Mr. John Lyons, Radio Pool Producer
Mr. Barry Seaman, White House Correspondents' Association Representative
Mr. Andrew Haas, ABC Pool Representative
Mr. Jack Kelly, CBS Producer*
Mr. Frank Governale, CBS Engineer*
Mr. Lloyd Siegel, NBC Producer
Mr. Russ Moore, NBC Engineer
Ms. Wendy Walker, CNN Producer*
Mr. Jerry Lilly, CNN Engineer*
Mr. Larry Downing, White House Photographers' Association Representative

Telephone/Communications

Mr. Chuck Meizner, AT&T Representative

* Denotes member of Pre-Advance team meeting in Moscow and returning on 26000 aircraft.

** Denotes member of Pre-Advance team meeting in Moscow and returning on commercial aircraft.

MONDAY, APRIL 11, 1988

- 8:00 a.m. BAGGAGE CALL in West Basement for passholders. Leave baggage unlocked. Hand Carry all film.
- 9:10 a.m. Vans depart the White House en route Andrews Air Force Base.
- 9:30 a.m. Passengers not arriving in Staff Vans should be at Andrews Air Force Base, Distinguished Visitor's Lounge.
Passengers proceed on board 26000 aircraft.
- 10:00 a.m. 26000 departs Andrews AFB en route Helsinki, Finland.
- Flight Time: 8 hrs. 25 mins.
Time Change: + 7 hrs.
Food Service: Lunch and Dinner

TUESDAY, APRIL 12, 1988

- 5:30 p.m. 26000 arrives Vnukova Airport, Moscow, U.S.S.R.
- 6:45 p.m.- Restricted staff meeting with Embassy officials to
7:45 p.m. discuss pre-advance itinerary. (Participants tbd)
- REMAIN OVERNIGHT: Moscow, U.S.S.R.

WEDNESDAY, APRIL 13, 1988

- Meeting at Ministry of Foreign Affairs.
(Participants tbd)
- Full Team Meeting.
- Lunch
- Afternoon Site surveys.
- REMAIN OVERNIGHT: Moscow, U.S.S.R.

THURSDAY, APRIL 14, 1988

- All day Site surveys.
- Mrs. Reagan's Staff departs on separate schedule.
- REMAIN OVERNIGHT: Moscow, U.S.S.R.

FRIDAY, APRIL 15, 1988

NOTE: First Lady Staff travels to Leningrad.

Survey of Suites at the Mezhd
Survey of Embassy Compound
Survey of Press Facilities

Time available for counterpart meetings.

NOTE: TBD Bus tour of Moscow for those interested (Red Square, St. Basil's, Arbat, Pet Market, Gorkiy Park).

Dinner Full Pre-Advance team dinner, location tbd.

REMAIN OVERNIGHT: Moscow, U.S.S.R.

SATURDAY, APRIL 16, 1988

TBD BAGGAGE CALL.

10:15 a.m. Site survey of Vnukova Airport.

11:00 a.m. 26000 departs Moscow, U.S.S.R. en route Shannon, Ireland.

Flight Time: 4 hrs. 10 mins.
Time Change: - 3 hrs.
Food Service: tbd

12:10 p.m. 26000 arrives Shannon Airport, Shannon, Ireland.

Refueling Time: 1 hr. 30 mins.

1:40 p.m. 26000 departs Shannon, Ireland en route Andrews AFB.

Flight Time: 7 hrs. 10 mins.
Time Change: - 5 hrs.
Food Service: tbd

3:50 p.m. 26000 arrives Andrews Air Force Base.

Transportation will be provided to the White House.

ADMINISTRATIVE INSTRUCTIONAMERICAN EMBASSY MOSCOWNUMBER 1 - 2CURRENCY REGULATIONS

June 11, 1985

TO: ALL AMERICAN PERSONNEL

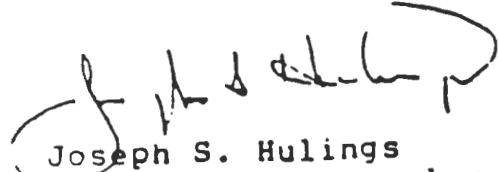
SUBJECT: ADMINISTRATIVE INSTRUCTION 1-2: CURRENCY REGULATIONS

REF: Cancels Instruction Dated March 11, 1983

The following regulations apply to all personnel and must be strictly adhered to:

1. The import or export of rubles is prohibited.
2. Individual personnel may acquire rubles only from the Embassy Disbursing Office or constituent post accommodation exchange, from official Soviet Government exchange facilities when travelling in amounts to cover immediate expenses, or from sales of personal property approved in accordance with Administrative Instruction 1-3.
3. The sale of rubles by Embassy personnel or their purchase from colleagues is not permitted. Loans of rubles should be repaid in the same currency.
4. Employees or US community organizations may organize activities on the basis of ruble payment by participants, but the Embassy does not accept responsibility for conversion to hard currency in such cases.
5. Conversion of rubles to dollars by the Embassy Disbursing Officer will be done only with advance approval in writing from the Administrative Counselor. An employee may normally convert rubles only upon departure from post on home leave or permanent transfer and then exchange only those rubles obtained from sales of personal property approved in accordance with Administrative Instruction No. 1-3. Earnings from employment or winnings will not be converted. Individual applications for conversion must be on the Administrative Office form, and supported as appropriate by: documentation of approval to sell; evidence of original acquisition cost; and receipts of sale identifying the buyer for single items over R100 as well as covering in any case the amount in excess of R500.

6. Soviet law prohibits Soviet nationals in the USSR from accepting hard currency. Personnel are expected to observe this law and should not give hard currency including ruble coupons (series D certificates) to Soviet citizens, except as may be expressly permitted by Soviet authorities, e.g. tips to maids as informally authorized by UPDK.



Joseph S. Hulings
Administrative Counselor

0566L

TO: All Americans Involved in Official Visits
FROM: Post Security Office
SUBJECT: Guidelines for Conducting Official Business in Moscow

The working environment in the Soviet Union presents Americans engaged in conducting official matters with a very unique threat. That threat is from a very aggressive hostile intelligence service. In order to conduct official business in this environment all personnel should remember and adhere to the following guidelines:

- Assume all conversations are monitored. Never discuss classified or controlled information on a telephone or in an uncontrolled environment. Utilize available conference room facilities for sensitive discussions.
- Use shredders to the maximum extent possible for destruction of all classified material. If the material cannot be placed into a shredder, utilize a burn bag and maintain the burn bag in a classified area.
- Classified typing/word processing (CONFIDENTIAL and above) can only be accomplished in a secure working environment (conference room). Whenever the door to a conference room is opened, all work on a typewriter or word processor must cease. Control for entry into a conference room must be the responsibility of those working within.
- Safeguarding classified information is an individual responsibility.
- Wear your identification badge or pin at all times.
- See the attached Administrative Notice for a more complete description of the Embassy's system of identification, handling of classified material, and sign in/out logs.

0571L

SOVIET REGULATIONS ON PHOTOGRAPHY

SUMMARY GUIDANCE

PERMITTED

You are permitted to photograph or sketch, except in those specific places and locations closed to foreign travelers:

- a) Architectural monuments
- b) Cultural, educational or medical institutions
- c) Theaters, museums and stadiums
- d) Public parks of culture and rest
- e) Streets, squares and housing
- f) Scenes and landscapes (provided none of the objects listed in the righthand column are in the background)

You may also photograph, after obtaining explicit permission of the management:

- a) Industrial complexes producing civilian products
- b) State and collective farms
- c) Tractor repair stations
- d) Railroad stations
- e) River ports
- f) Civilian airports
- g) Educational and social organization buildings

PROHIBITED

You are forbidden to photograph or sketch any of the following:

- a) Military equipment, installations or facilities
- b) Maritime harbors
- c) Fuel storage facilities
- d) Railroad junctions, tunnels, and railroad and highway bridges
- e) Hydroelectric installations and electric power stations
- f) Industrial complexes dealing with the production of military equipment
- g) Scientific research facilities, design offices and laboratories
- h) Radio beacons & radio stations
- i) Telephone and telegraph exchange facilities
- j) Soviet territory from aircraft in flight
- k) Panoramic photographs and sketches of industrial cities
- l) Within the 25 km frontier, (except for the places and localities which foreigners are allowed to visit where they may photograph objects in the left column)

NOTICE OF GIARDIASIS FOR VISITORS
TO THE SOVIET UNION

Over the past several years a number of American visitors to the Soviet Union have returned to the United States infected with the intestinal parasite giardia lamblia. This is a common parasite which occurs in all parts of the world. As it is usually considered a tropical disease, its occurrence in the Soviet Union has come as a surprise to many people, physicians and laymen alike. Although some infections may be asymptomatic, the parasite often causes acute intestinal discomfort which can mimic the symptoms of ulcer or gall bladder disease. Prominent symptoms include diarrhea, abdominal cramps, fatigue, weight loss, lack of appetite, and nausea. Symptoms often do not appear until about two weeks after infection. If untreated the illness may last two to three months.

The infection is probably contracted by consuming tap water, or ice or drinks made from tap water. It is also possible that it may be transmitted by cold foods such as salads. The best way to try to avoid the infection is to refrain from taking any drinks containing untreated tap water. Ideally water should be boiled, but this is usually not feasible. Alternatively, water can be treated chemically with iodine in the form of globaline tablets or tincture of iodine (one tablet or three drops respectively per quart of water). Bottled mineral water is probably free from infection and should be safer than untreated tap water; it is available at

Soviet restaurants and hotels. Even with careful attention to the water, infection could still occur in some unsuspected manner.

Epidemiological evidence implicates Leningrad as a significant site of infection. However, there are reported cases of giardiasis in Americans who live in Moscow and have never been elsewhere in the Soviet Union. The risk involved in other Soviet cities is not known.

This information was obtained from the Center for Disease Control, United States Public Health Service.

Boiling water for one minute will kill the giardia lamblia; but it is recommended by the Embassy Doctor that drinking water be boiled for 10 minutes to preclude the possibility of hepatitis.

February 1988

Document 0035P

Unclassified
CLASSIFICATION

CIRCLE ONE BELOW

IMMEDIATE

PRIORITY

ROUTINE

MODE

SECURE FAX #

254

ADMIN FAX #

RECORD #

PAGES

4

DTG

062337Z Apr 88

RELEASER

f Doyle

FROM/LOCATION

1. Shelby Scarborough / LOH Attendance

TO/LOCATION/TIME OF RECEIPT

1. GARY FOSTER . SANTA BARBARA
2. MARK WEINBERG
3. ELAINE CRISDEN
4. KIM O'BRIEN

TOR:

INFORMATION ADDRES/LOCATION/TIME OF RECEIPT

1.

2.

SPECIAL INSTRUCTIONS/REMARKS:

Please deliver upon receipt.
Baggage Tags avail in
respective offices upon
return

Unclassified
CLASSIFICATION

ADMINISTRATIVE INSTRUCTION

AMERICAN EMBASSY MOSCOW

NUMBER 1 - 2

CURRENCY REGULATIONS

June 11, 1985

TO: ALL AMERICAN PERSONNEL

SUBJECT: ADMINISTRATIVE INSTRUCTION 1-2: CURRENCY REGULATIONS

REF: Cancels Instruction Dated March 11, 1983

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Joseph S. Hulings
Administrative Counselor

DSC. #0235A

0566L

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- g) Scientific research facilities, design offices and laboratories
- h) Radio beacons & radio stations
- i) Telephone and telegraph exchange facilities
- j) Soviet territory from aircraft in flight
- k) Panoramic photographs and sketches of industrial cities
- l) Within the 25 km frontier, (except for the places and localities which foreigners are allowed to visit where they may photograph objects in the left column)